

Applicant's Name \_\_\_\_\_

**REFERENCE WAIVER FORM – Reciprocal Applicant**

(Please legibly print when completing this form.)

TO MY SELECTED REFERENCE: \_\_\_\_\_, in consideration for an evaluation by you concerning my technical abilities, performance, character and reputation, made on this form to the Texas Board of Professional Land Surveying, I hereby waive any right that I might have to pursue any cause of action against you for negative comments that you might make in your recommendation and evaluation of me in conjunction with my application for registration as a Professional Land Surveyor.

Check one before signing:

 I hereby subscribe to the above waiver. I do not wish to waive any of my rights.

Signature of Applicant \_\_\_\_\_

Date \_\_\_\_\_

**INSTRUCTIONS TO THE APPLICANT:**

It is your responsibility to see that the Reference Waiver Forms are completed by the persons to whom they are delivered and that those persons return the reference forms to the Board before the deadline noted below. All reference forms are confidential and may not be viewed by the applicant after being completed. Reference forms must be mailed directly from the reference to the Board office after being completed. It is the responsibility of the applicant to supply their reference with an addressed and stamped envelope if need be (the address of the Board office is below).

**DEADLINES FOR SUBMISSION OF THIS REFERRNCE ARE:**

- **January 15 for the April Reciprocal Examination**
- **July 15 for the October Reciprocal Examination**

**INSTRUCTIONS TO THE PERSON GIVING THIS REFERENCE:**

The applicant listed above has made application for registration as a Registered Professional Land Surveyor. The Board requests that you answer the questions on this form to the best of your ability. You are urged to furnish full and complete facts for or against the applicant so the Board may evaluate the applicant's qualifications and experience. If space provided is not adequate, you may attach additional exhibits. **References Waivers must be notarized.**

Please return this completed form directly to the Board office (and not to the applicant) at the following address:

THE TEXAS BOARD OF PROFESSIONAL LAND SURVEYING  
12100 PARK 35 CIRCLE, BLDG A, SUITE 156, MC-230  
AUSTIN, TEXAS 78753

In conjunction with the completion of this reference form, the Board calls your attention to Section 1071.504 of the Professional Land Surveying Practices Act which provides that any person giving false or forged evidence in order to assist another in obtaining a certificate of registration shall be deemed guilty of a Class B misdemeanor.

1. Your name \_\_\_\_\_

Land Surveying Registration/License # \_\_\_\_\_ State you are registered in \_\_\_\_\_

Date of Registration \_\_\_\_\_ Your firm name \_\_\_\_\_

Your title \_\_\_\_\_

Your address \_\_\_\_\_

2. How long have you known the applicant? (Month/Year) From \_\_\_\_\_ To \_\_\_\_\_

3. Are you related to the applicant by blood or marriage? \_\_\_\_ If so, how? \_\_\_\_\_

4. What was, or is, your business relationship with the applicant? \_\_\_\_\_
5. Have you and applicant worked together in professional surveying?  
Yes \_\_\_\_\_ No \_\_\_\_\_ If so, during what time period? (years) \_\_\_\_\_ To \_\_\_\_\_
6. Is there a period of time in which you have personal knowledge of the applicant's experience and capabilities as a professional surveyor? Yes \_\_\_\_\_ No \_\_\_\_\_

If your answer to question 6 is "yes", please answer the following questions:

- a. What period of time? (Month/Year) From \_\_\_\_\_ To \_\_\_\_\_
- b. Do you agree with the applicant's characterization of the work they have performed as a professional surveyor? Yes \_\_\_\_\_ No \_\_\_\_\_  
If not, explain \_\_\_\_\_
7. Rate the applicant's technical ability.  
Poor \_\_\_\_\_ Below Average \_\_\_\_\_ Average \_\_\_\_\_ Above Average \_\_\_\_\_ Excellent \_\_\_\_\_
8. Do you know of anything which would affect the applicant's suitability for registration?  
Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, explain \_\_\_\_\_  
\_\_\_\_\_
9. Based on your evaluation, would you hire the applicant to practice surveying?  
Yes \_\_\_\_\_ No \_\_\_\_\_ If not, explain \_\_\_\_\_  
\_\_\_\_\_
10. If you were purchasing an expensive commercial tract of land, would you retain the applicant to survey the tract for you? Yes \_\_\_\_\_ No \_\_\_\_\_  
If not, explain \_\_\_\_\_
11. Do you personally recommend the applicant for registration? Yes \_\_\_\_\_ No \_\_\_\_\_  
If not, explain \_\_\_\_\_
12. Rate the applicant's character and reputation.  
Poor \_\_\_\_\_ Below Average \_\_\_\_\_ Average \_\_\_\_\_ Above Average \_\_\_\_\_ Excellent \_\_\_\_\_
13. To your knowledge, has the applicant ever:
- a. been suspended, censured, or otherwise reprimanded, or disqualified as a member of any professional or occupational group? Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, explain \_\_\_\_\_  
\_\_\_\_\_
- b. had any formal charges or complaints made concerning his conduct as a member of any professional group? Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, explain \_\_\_\_\_  
\_\_\_\_\_
- c. had any civil actions filed against him or had any judgments rendered against him ?  
Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, explain \_\_\_\_\_  
\_\_\_\_\_
- d. had a complaint filed against him in any civil, criminal or administrative forum, alleging fraud, deceit, misrepresentation or malpractice? Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, explain \_\_\_\_\_  
\_\_\_\_\_
- e. filed or had filed against him a petition in bankruptcy? Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, explain \_\_\_\_\_  
\_\_\_\_\_

- f. been convicted for any violation of any law (except minor traffic violation)? Yes \_\_\_\_\_ No \_\_\_\_\_  
If yes, explain \_\_\_\_\_  
\_\_\_\_\_
- g. received a discharge from the uniformed services other than an honorable discharge?  
Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, explain \_\_\_\_\_  
\_\_\_\_\_
- h. used any other name than that shown at the top of this form? Yes \_\_\_\_\_ No \_\_\_\_\_  
If yes, explain \_\_\_\_\_  
\_\_\_\_\_
- i. been denied a business, trade or professional license (for example CPA, Real Estate Broker or RPE)? Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, explain \_\_\_\_\_  
\_\_\_\_\_
- j. had a business, trade or professional license revoked? Yes \_\_\_\_\_ No \_\_\_\_\_  
If yes, explain \_\_\_\_\_  
\_\_\_\_\_

State of \_\_\_\_\_ County of \_\_\_\_\_ I have read the foregoing document and have answered all questions fully and frankly. The answers are complete and are true of my own knowledge.

\_\_\_\_\_  
Signature of Person Giving Reference

Subscribed and sworn to me on the \_\_\_\_\_ day of \_\_\_\_\_

\_\_\_\_\_  
Notary Public

My commission expires \_\_\_\_\_